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**RULES SUPPLEMENT TO PART-I
EXTRAORDINARY
OF
THE ANDHRA PRADESH GAZETTE
PUBLISHED BY AUTHORITY**

No. 8] HYDERABAD, THURSDAY, FEBRUARY 11, 2010.

NOTIFICATIONS BY GOVERNMENT

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**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT
DEPARTMENT**

(UBS)

THE ANDHRA PRADESH MUNICIPALITIES (CONSTITUTION, CONDUCT
OF MEETINGS, POWERS AND FUNCTIONS OF WARD
COMMITTEES, AREA SABHAS AND WARD SABHAS) RULES, 2010.

*[G.O.Ms.No. 58, Municipal Administration & Urban Development (UBS),
10th February, 2010.]*

In exercise of the powers conferred by sub-section (1) of section 326 read with sections 5-B, 5-C and 5-D of the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act No. 6 of 1965), the Governor of Andhra Pradesh makes the following Rules for constitution, conduct of meetings, powers and functions of Ward Committees, Area Sabhas and Ward Sabhas in Municipalities in the State:-

[1]

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Rules

CHAPTER – I : Preliminary

1. Short title and commencement:-

- (1) These rules may be called the Andhra Pradesh Municipalities (Constitution, Conduct of Meetings, Powers and Functions of Ward Committees, Area Sabhas and Ward Sabhas) Rules, 2010.
- (2) They shall come into force from the date of publication in the Andhra Pradesh Gazette.

2. Definitions:-

In these Rules, unless the context otherwise requires:-

- (1) "Act" means the Andhra Pradesh Municipalities Act, 1965;
- (2) "Area Sabha" means the Area Sabha constituted under sub-section (2) of section 5-C of the Act.
- (3) "Government" means the Government of Andhra Pradesh;
- (4) "Municipality" means and includes a Nagar Panchayat;
- (5) "Ward Committee" means the Ward Committee constituted under section 5-B of the Act;
- (6) "Ward Sabha" means the Ward Sabha constituted under section 5-D of the Act;
- (7) Words used but not defined in the rules shall have the meaning assigned to them in the Act.

CHAPTER – II : Ward Committee

3. Constitution of Ward Committee:

- (1) A Ward Committee shall be constituted for each ward of the Municipality within three months from the date of first meeting of the Municipal Council after ordinary elections to the Municipality.

- (2) Each Ward Committee shall consist of the following members:-
- (i) the member of the Council representing the ward who shall be Chairperson of the Ward Committee;
 - (ii) not more than ten electors representing the civil society from the ward nominated by the Council as provided hereinafter.
 - (iii) the Area Sabha representatives, if there are Areas in the ward.

(3) The number of nominated members shall be four if the population of the ward is not more than ten thousand.

(4) If the population of the ward is more than ten thousand, there shall be one additional member for every four thousand population or part thereof, subject however to the condition that any part with population of less than two thousand shall be ignored.

4. Persons eligible for nomination:-

The following persons representing the civil society who are registered as voters in the electoral roll of the ward concerned in the Municipality are eligible for nomination as a member of the Ward Committee subject to sub-rule (1) of Rule 5 and Rule 6:-

- (a) A President / Secretary representing registered Residents Welfare Association in the ward;
- (b) A member of registered Tax Payers Association / Rate Payers Association in the ward;
- (c) A President / Secretary of slum level federation (i.e. NHC) of a slum in the ward. In case of non-availability of a slum level federation in a ward, a representative of senior most self-help group in the ward;
- (d) A member of a registered association / institution / institute / body or organization or Non-Governmental Organization (NGO) or Mahila Mandali or Trade Union / Chamber of Commerce / Medical Council in the ward.
- (e) Any other prominent citizen from the ward.

Note:- Persons representing the associations, organizations, institutions etc. mentioned in this rule except slum level federation are eligible for nomination as

member of Ward Committee provided the said bodies are registered one year prior to the date of nomination.

5. Nomination of members to the Ward Committee:

(1) Fifty percent of the persons to be nominated to the Ward Committee shall be women.

(2) The following persons shall be the minimum number to be nominated to the Ward Committee from the categories of persons eligible for nomination under Rule 4 as shown hereunder:-

- (i) One person from the category of President / Secretary representing registered Residents Welfare Associations, in the ward. In the event of non-availability of President / Secretary from Residents Welfare Association, a member of registered Tax Payers / Rate Payers Association in the ward.
- (ii) One person from the category of President / Secretary of slum level federation (i.e. NHC) in the ward. In case of non-availability of a slum level federation in a ward, a representative of senior most self-help group in the ward.
- (iii) A member of a registered association / institution / body or organization or Non-Governmental Organization (NGO) or Mahila Mandali or Trade Union / Chamber of Commerce / Medical Council in the ward

Note:- In case of non-availability of persons from the categories mentioned above, the persons eligible for nomination under Rule 4 can be nominated to the extent of shortage.

6. Qualifications and Disqualifications:- The qualifications and disqualifications prescribed to the elected members of the Council shall *mutatis mutandis* apply to the members of the Ward Committee.

7. Term of Ward Committee:- The term of office of the members of the Ward Committee shall be co-terminus with the term of office of the Council.

8. Procedure for nomination as a member of the Ward Committee:-

- (1) The Commissioner or an officer authorized by the Commissioner shall, within thirty days from the date of first meeting of the Council after ordinary elections to the Municipality, issue a notice calling for applications from the eligible persons duly furnishing the eligibility criteria, qualifications, disqualifications and method of nomination etc. for nomination as members of the Ward Committee by giving wide publicity in the news papers giving fifteen days time for submission of applications;

- (2) After receipt of applications, they shall be scrutinized by the Commissioner or an officer authorized by the Commissioner within seven days from the last date of receipt of applications and prepare a list of eligible applicants;
- (3) The list of eligible applicants for nomination shall be placed before the Council at its special meeting to be convened by the Chairperson within a month from the last date fixed for receipt of applications by giving a notice of not less than seven clear days to the elected members including ex-officio members;
- (4) No business shall be transacted at the special meeting unless there be present atleast one-half of the members of the sanctioned strength of the Council including ex-officio members;
- (5) In cases where members could not be nominated in the first two special meetings for want of quorum, the members shall be nominated in the third meeting even without quorum.

9. Method of Nomination:-

- (1) In case there are more number of eligible applicants than the number of persons to be nominated, the Council shall nominate the required number of persons by a voice vote.
- (2) If the number of eligible applicants is less than the number of persons to be nominated or if no applications are received, fresh applications shall be invited by following the procedure prescribed in Rule 8.
- (3) Casual vacancy in the office of nominated member shall be filled by following the procedure prescribed in Rule 8 as soon as may be, after the occurrence of the vacancy.

Provided that no casual vacancy occurred within three months before the date on which the term of office of the members expires shall be filled.

Provided further that a member nominated by the Council to a casual vacancy shall hold office during the residuary period of the tenure of the Ward Committee.

- 10. Resignation of nominated member:-** The provisions relating to the resignation applicable to the elected members of the municipality shall apply *mutatis mutandis* to the nominated members.
- 11. Issue of proceedings by the Commissioner:-** The Commissioner or an officer authorized by the Commissioner shall issue proceedings indicating the names of persons nominated by the Council to the Ward Committees and send an attested copy of the proceedings to the District Collector and the Regional Director of Municipal Administration concerned. Further, the Commissioner shall issue proceedings constituting all the Ward Committees for the entire

municipality. He shall also affix copies of the two proceedings on the notice board of the municipal office.

- 12. Secretary of the Ward Committee:-** After constitution of the Ward Committees under section 5-B of the Act, the Commissioner shall specify within seven days of such constitution, an officer of the Municipality to be the Secretary of each Ward Committee.

- 13. Meetings of the Ward Committee:-** (1) The date and time of the first meeting of the Ward Committee shall be fixed by the Commissioner. The date and time for the subsequent meetings shall be fixed by the Chairperson of the Ward Committee.

(2) The member of the municipality representing the ward shall preside over the meetings of the Ward Committee.

(3) A Ward Committee or a group of Ward Committees shall be provided with an office and the Ward Committee shall meet therein for the transaction of business atleast once in two months upon such day and such time as it may fix and also at other times as often as a meeting is called by the Chairperson.

(4) No meeting of the Ward Committee shall be held on a public holiday and on the day on which a meeting of Council is scheduled to be held.

(5) No meeting shall be held unless notice of the day and time when the meeting is to be held and of the business to be transacted thereat has been given atleast three clear days before the day of the meeting.

(6) In case of urgency, the Chairperson may convene a meeting on giving shorter notice than that specified in sub-rule (5).

- 14. Agenda for the meeting:**

The agenda for the meeting shall be prepared by the Secretary in consultation with the Chairperson. The Secretary may include in the agenda any subject which, in his opinion, should be considered by the Ward Committee and shall include therein any subject specified by the Chairperson. On any subject included in the agenda, the Chairperson as well as the Secretary shall have the right of recording his views in a note and such note shall be circulated to the members or placed before the Ward Committee before or at the time of the consideration of such subject by the Ward Committee.

- 15. Requisition for convening the meeting:-**

(1) The Chairperson shall, on the requisition in writing of not less than one-half of the members then on the Ward Committee convene a meeting of the Ward Committee provided the requisition specifies the day, other than a public holiday, the time and the purpose for which the meeting is to be held. The requisition shall be delivered at the office of the Ward Committee during office

hours, to the Chairperson, Secretary or any other person who may then be incharge of that office atleast seven clear days before the day of the meeting.

2) The Chairperson shall within forty-eight hours from the delivery of such requisition call a meeting on the day specified therein.

3) Where the Chairperson fails within forty-eight hours from the delivery of such requisition to call a meeting on the day specified therein, such meeting may be called by the members who signed the requisition on giving a notice of three clear days to the other members.

16. Meetings open to the Public:-

All meetings of the Ward Committee shall be open to the public.

Provided that the Chairperson may, and at the request of the Ward Committee shall, in any particular case, for reasons to be recorded in minutes book kept under Rule 22 direct that the public in general, or any person in particular, shall withdraw from the meeting .

17. Attendance by the Secretary:-

The Secretary of the Ward Committee shall attend meetings of the Ward Committee. The ward level officers to the extent possible may attend the meetings of the Ward Committee.

18. Decision by majority members:-

All questions which may come before the Ward Committee at any meeting shall be decided by a majority of votes of the members present at the meeting and in every case of equality of votes, the Chairperson shall have a casting vote.

19. Dissent Note:-

When a member gives a dissent note, the Chairperson shall incorporate the same in the minutes book. If the Chairperson fails to record the dissent note given by any member in the minutes book, the Secretary shall record the same and intimate the member who gave the dissent note. If 20% of the members give dissent note, Secretary of the Ward Committee shall submit a report to the Commissioner who shall examine the report and communicate his decision to the Secretary of the Ward Committee. The decision of the Commissioner shall be final in this matter.

20. Quorum:-

(1) No business shall be transacted at a meeting unless there be present atleast one-half of the total members then on the Ward Committee.

(2) If within half an hour after the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned, unless all the members present agree to wait longer.

21. Modification of Resolution:-

No resolution of Ward Committee shall be modified or cancelled within three months after the passing thereof except at a meeting specially convened in that behalf and by a resolution of the Ward Committee supported by not less than one-half of the members then on the Ward Committee.

22. Minutes of the Meeting:-

The minutes of the proceedings at the meeting of the Ward Committee shall be drawn up and entered in a book to be kept for that purpose; and shall be signed by the Chairperson; and the said minutes shall, at all reasonable times and without charge, be open at the Ward Committee office for the inspection of any person who pays any tax under this Act in the area of the Ward Committee.

23. Forwarding the proceedings:-

Within three (3) days of the date of the meeting, copy of the minutes of the proceedings at such meeting in the main language of the district, shall be forwarded by the Secretary of the Ward Committee to Commissioner and members of the Ward Committee. An authenticated copy of the said minutes shall also be affixed to the Notice Board of the Ward Committee office.

24. Custody of Records:-

The Secretary shall have the custody of the proceedings and records of the Ward Committee and may grant copies of any such proceedings and records on payment of such fees as the Council may, by general or special order determine. Copies shall be certified by the Secretary as provided in Section 76 of the Indian Evidence Act, 1872 (Act I of 1872) and copies so certified may be used to prove the records of the Ward Committee in the same manner as they may, under subsection (5) of Section 71 of the said Act be used to prove the proceedings of that body.

25. Functions of Ward Committee:-

(1) The Ward Committee shall perform the following functions as specified in subsection (6) of section 5-B of the Act namely:-

- (i) Supervision over
 - (a) Sanitation work and drainage
 - (b) Distribution of water supply
 - (c) Working of street lights
 - (d) Minor repair of roads
 - (e) Maintenance of markets
 - (f) Maintenance of parks and playgrounds
 - (g) Poverty alleviation programmes
- (ii) Monitoring the functioning of schools, maternity centers, dispensaries and health centers under the control of the municipality.
- (iii) Facilitation in the collection of taxes and non-taxes.
- (iv) Preparation of list of beneficiaries for beneficiary-oriented schemes, pensions and subsidies.
- (v) Prepare Annual Ward Development Plan.

- (vi) Map ward infrastructure index.
- (vii) Preparation of inventory of municipal assets.
- (viii) Assistance in the implementation of Government schemes.
- (ix) Motivate and encourage the residents in the ward for construction of individual toilets under Integrated Low Cost Sanitation (ILCS).

(2) The Ward Committee is competent to undertake inspection in respect of the functions entrusted to it and forward the observations made during the inspection to the ward level officers for necessary action. The ward level officers shall furnish action taken reports on such observations to the Ward Committee within seven to fifteen days of the receipt of such observations.

26. (1) The Ward Committee may involve slum level federation in the maintenance of sanitation and water supply in the ward. The Ward Committee shall prepare list of beneficiaries for beneficiary-oriented schemes, all categories of pensions and subsidies entrusted to the municipality as per the guidelines of the Government and forward the list to the Council / Commissioner for necessary action.

(2) The Ward Committee may associate itself with the activities of Education, Medical & Health, Welfare Departments and render possible assistance in improving service delivery of the said Departments.

27. Rights of Ward Committee:-

(1) The Ward Committee shall have the following rights as per sub-section (7) of section 5 – B of the Act namely:-

- (i) To seek information from the Commissioner regarding any matter pertaining to the ward except any matter which is classified by the Commissioner as confidential or any matter relating to municipal elections;
- (ii) To obtain information about the Master Plan and Zonal Development Plan of the Municipality;
- (iii) To obtain Municipal budget;
- (iv) To be consulted in the development of land use and zoning regulations within the ward; and
- (v) To obtain full details of all revenue items relating to the ward.

(2) The Commissioner, officers and staff of the municipality shall co-operate with the Ward Committee in exercise of the rights conferred on it.

28. Powers of Ward Committee:-

- (1) The Council shall allocate twenty percent of the amount earmarked in the annual budget for maintenance works of urban services namely, sanitation, drainage, water supply, roads, street lighting, parks and markets etc. to all Ward Committees. The Council shall allocate funds to the Ward Committees for every quarter to enable them to take up maintenance works in respect of the functions entrusted to them.

- (2) The Ward Committee will identify the works to be taken up with the funds sanctioned under sub-rule (1) and forward the list of works to the Commissioner for getting administrative sanction of the Council. The Council shall give due regard to the list of works submitted by the Ward Committee while sanctioning the works in the ward. The budget allocation made by the Council to the ward shall not be exceeded while sanctioning the works.
- (3) The maintenance works sanctioned by the Council on the recommendations of the Ward Committee shall be executed by the Commissioner as per the existing rules in force. In case of any complaint by the Ward Committee regarding any substandard work, the concerned officer shall inspect the work within a week and take up rectification and submit action taken report in the next meeting of the Ward Committee.
- (4) The Ward Committee is competent to inspect the maintenance works sanctioned to it, from time to time and review the progress in the execution of the said works.
- 29. Preparation of Ward Development Plan:-** After approval of the budget by the Council, the Commissioner or an officer authorized by the Commissioner shall send an intimation to the Ward Committees about the allocation of funds to them for the succeeding financial year. Based on the intimation received from the Commissioner, the Ward Committee shall prepare a Ward Development Plan giving priority for water supply and drainage / sewerage and solid waste management. The Development Plan shall be placed before the Ward Committee for its approval. After approval of the Ward Committee, the Secretary of the Ward Committee shall forward the Development Plan to the Commissioner for incorporation in the Annual Development Plan of the Council.
- 30. Preparation of Annual Report:**
The Ward Committee shall prepare an annual report on the functions, powers and activities performed by it by the end of June of the succeeding year.

CHAPTER – III : Area Sabha

- 31. Constitution of Area Sabha :- (1)** In respect of a Municipality having a population of one lakh and above, each ward shall be divided into areas based on the population of the ward. Natural boundaries and geographical contiguity of the area as far as possible shall be observed in the division of a ward into areas. The existing polling booths in the ward shall be kept in view while dividing the ward into areas.
- (2) The Council shall divide the ward into areas as per sub-rules (1) and (3).
- (3) Each area shall consist of fifteen hundred population with a variation of ten percent more or less. After division of the ward into areas on the above lines, if the remainder of the population is less than seven hundred and fifty it shall be

ignored and if the population is seven hundred and fifty or more, one more area shall be constituted in the ward.

(4) An Area Sabha shall be constituted for each area in a ward with all the electors in the jurisdiction of that area within three months from the date of constituting a ward committee.

32. Area Sabha Representative:- (1) An Area Sabha representative shall be nominated by the Council for each area from the representatives of the civil society as herein after provided.

(2) **Qualifications and Disqualifications:-** The qualifications and disqualifications prescribed to elected members of the Council shall apply *mutatis mutandis* to the Area Sabha representatives.

(3) The term of the Area Sabha Representative shall be co-terminus with that of the Council.

(4) **Persons eligible for nomination as Area Sabha representative:-**

The following persons representing the civil society who are registered as voter in the electoral roll of the ward and the Area concerned are eligible for nomination as Area Sabha Representative:-

- (a) A President / Secretary of registered Residents Welfare Association in the Area;
- (b) A member of registered Tax Payers Association / Rate Payers Association in the Area;
- (c) A President / Secretary of slum level federation (i.e. NHC) of a slum in the Area. In case of non-availability of a slum level federation in the Area, a representative of senior most self help group in the Area;
- (d) A member of a registered association / institution / institute / body or organization or Non-Governmental Organization (NGO) or Mahila Mandali or Trade Union / Chamber of Commerce / Medical Council in the area;

Note:- Persons representing the associations, organizations, institutions etc. mentioned in this rule except slum level federation are eligible for nomination as Area Sabha Representative provided the said bodies are registered one year prior to the date of nomination.

33. Procedure for nomination of Area Sabha Representative:-

(1) The Commissioner or an officer authorized by the Commissioner shall, within thirty days from the date of constituting the ward committee, issue a notice calling for applications from the eligible persons duly furnishing the eligibility criteria, qualifications, disqualifications and method of nomination etc., for nomination as Area Sabha Representatives by giving wide publicity in the news papers giving fifteen days time for submission of applications.

(2) The applications received under sub-rule (1) shall be scrutinized by the Commissioner or an officer authorized by the Commissioner within seven

days from the last date of receipt of applications and he shall prepare a list of eligible applicants.

- (3) The list of eligible applicants for nomination shall be placed before the Council at its special meeting to be convened by the Chairperson within a month from the last date fixed for receipt of applications by giving not less than seven clear days notice to the elected members including ex-officio members.
- (4) No business shall be transacted at the special meeting unless there be present atleast one-half of the members of the sanctioned strength of the Council including ex-officio members.
- (5) In cases where Area Sabha Representatives could not be nominated in the first two special meetings for want of quorum, the Area Sabha Representatives shall be nominated in the third meeting even without quorum.

34. Method of nomination of Area Sabha Representative:-

(1) In case there are more number of eligible applicants than the number of persons to be nominated, the Council shall nominate the required number of persons by a voice vote.

(2) If the number of eligible applicants is less than the number of persons to be nominated or if no applications are received, fresh applications shall be invited again by following the procedure prescribed in Rule 33.

(3) Casual vacancy in the office of nominated Area Sabha Representative shall be filled by following the procedure prescribed in Rule 33 as soon as may be, after the occurrence of the vacancy.

Provided that no casual vacancy occurred within three months before the date on which the term of office of the Area Sabha Representative expires shall be filled.

Provided further that an Area Sabha Representative nominated by the Council to a casual vacancy shall hold office during the residuary period of the tenure of that Area Sabha.

35. Issue of proceedings:- The Commissioner shall issue proceedings indicating the names of persons nominated by the Council as Area Sabha Representatives, and send an attested copy of the proceedings to the District Collector and the Regional Director of Municipal Administration concerned and also affix a copy of the proceedings on the notice board of the municipal office.

36. Functions of Area Sabha:- The Area Sabha is entrusted with the following functions:-

- (i) To generate proposals and determine the priority of developmental programmes to be implemented in the area and forward the same to the Ward Committee;
- (ii) To identify the most eligible persons for beneficiary-oriented schemes as per guidelines of the Government and prepare list of beneficiaries in the order of priority and forward the same to the Ward Committee;

- (iii) To verify the eligibility of persons getting various kinds of welfare assistance from the Government such as pensions and subsidies and submit a report to the Ward Committee;
- (iv) To identify the deficiencies in water supply, sanitation and street lighting and to suggest remedial measures to the Ward Committee; and
- (v) To suggest the location of street lights, public taps, public wells and public toilets to the Ward Committee.

37. Rights of Area Sabha:- An Area Sabha shall have the following rights as provided in sub-section (6) of section 5-C of the Act namely:-

- (i) To get information from the officials concerned as to the services they would render and the works proposed to be executed in the area in the following three months;
- (ii) To be informed by the Ward Committee about every decision taken by it concerning the jurisdiction of the area;
- (iii) To be informed by the Ward Committee of the follow-up action taken on the decisions concerning the jurisdiction of the area;
- (iv) To cooperate with the Ward Committee in the provision of sanitation arrangements in the area; and
- (v) To impart awareness on matters of public interest such as cleanliness, preservation of environment and prevention of pollution.

38. Meetings of Area Sabha:-

- (1) The Area Sabha representative shall preside over the meetings of the Area Sabha.
- (2) The Area Sabha shall meet in a premises identified by the Commissioner once in three months and also at other times as often as a meeting is called by the Area Sabha Representative. No meeting of the Area Sabha shall be held on the day on which a meeting of the Council or Ward Committee is scheduled to be held. The Area Sabha Representative shall fix the date and time of meeting and inform it to all the electors in the area through the Commissioner. Atleast fifty voters shall be present at the meeting of Area Sabha
- (3) The agenda for the meeting of Area Sabha shall be prepared by the Secretary of the Ward Committee concerned in consultation with Area Sabha Representative. The discussions in the Area Sabha shall be confined to the functions entrusted to it. After necessary discussions, the Area Sabha shall pass resolutions in respect of the items placed in the agenda. The Secretary of the Ward Committee shall attend the meetings of Area Sabha and render all possible assistance to the Area Sabha Representative in conducting the meetings of Area Sabha.
- (4) The minutes of the proceedings at the meeting of Area Sabha shall be drawn up in the main language of the District and entered in a book to be kept for

the purpose and shall be signed by the Area Sabha Representative. The Secretary of the Ward Committee shall have the custody of the proceedings and records of Area Sabha.

- (5) The Area Sabha Representative shall forward a copy of the minutes of the meeting of Area Sabha to the Ward Committee for taking further action in the matter.

CHAPTER – IV : Ward Sabha

- 39. Constitution of Ward Sabha:- (1)** A Ward Sabha shall be constituted within thirty days from the date of constituting a ward committee for each ward in the Municipalities, whose population is less than one lakh.
- (2)** All electors in the ward shall be members of the Ward Sabha.
- (3)** The member of the Council representing the ward shall be the convener of the Ward Sabha.
- 40. Functions of Ward Sabha:-** Ward Sabha is entrusted with the following functions:-
- (1) To generate proposals and determine the priority of developmental programmes to be implemented in the ward and forward the same to the Ward Committee;
 - (2) To identify the most eligible persons for beneficiary-oriented schemes as per guidelines of the Government and prepare list of beneficiaries in the order of priority and forward the same to the Ward Committee;
 - (3) To verify the eligibility of persons getting various kinds of welfare assistance from the Government such as pensions and subsidies and submit a report to the Ward Committee;
 - (4) To identify the deficiencies in water supply, sanitation and street lighting and to suggest remedial measures to the Ward Committee;
 - (5) To suggest the location of street lights, public taps, public wells and public toilets to the Ward Committee.
- 41. Rights of Ward Sabha:-** The Ward Sabha shall have the rights as provided in sub-section (6) of section 5-D of the Act.
- 42. Meetings of Ward Sabha:- (1)** The elected member of the ward shall preside over the meetings of the Ward Sabha.
- (2)** The Ward Sabha shall meet in a premises identified by the Commissioner once in three months and also at other times as often as a meeting is called by the elected member of the ward. No meeting of the Ward Sabha shall be held on the day on which a meeting of the Council or Ward Committee is scheduled to be held. The elected member of the ward shall fix the date and time of meeting and inform it to all the electors in the area through the Commissioner. Atleast fifty voters shall be present at the meeting of Ward Sabha.
- (3)** The agenda for the meeting of Ward Sabha shall be prepared by the Secretary of the Ward Committee in consultation with elected member of the ward. The discussions in the Ward Sabha shall be confined to the functions entrusted to it. After necessary discussions, the Ward Sabha shall pass resolutions in respect of

the items placed in the agenda. The Secretary of the Ward Committee shall attend the meetings of Ward Sabha and render all possible assistance in conducting the meetings of Ward Sabha.

- (4) The minutes of the proceedings at the meeting of Ward Sabha shall be drawn up in the main language of the District and entered in a book to be kept for the purpose and shall be signed by the elected member of the ward. The Secretary of the Ward Committee shall have the custody of the proceedings and records of Ward Sabha.
- (5) The elected member of the ward shall forward a copy of the minutes of the meeting of Ward Sabha to the Ward Committee for taking further action in the matter.

PUSHPA SUBRAHMANYAM,
Principal Secretary to Government &
Commissioner, UPA.

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